

United Way of Kennebec Valley

Position Description: Loaned Executive

Title: Loaned Executive (LE)

Timeframe: Approximately 8-12 weeks (anytime between July - November)

Reports to: Natalie Labbe, Development Manager

Status: Full-time, temporary

Position Summary:

A Loaned Executive (LE) is a temporary United Way of Kennebec Valley (UWKV) employee volunteered by leading businesses in our community during the annual campaign. The LE Program is a great opportunity for employees interested in their professional development. The training and orientation portion of the program is designed to help the LE develop or sharpen valuable skills such as: public speaking, meeting facilitation, organization and management, communication, knowledge of the business community, awareness of nonprofit programs, and knowledge of UWKV's critical role in the community. After training, the LE will be ready to represent UWKV to area employers that conduct a workplace campaign, collaborating directly with Employee Campaign Managers to help plan and implement a successful employee campaign. Through this program, the LE will build a network of surrounding business contacts, be recognized as a community leader, and gain strong leadership skills.

If desired by the business offering the LE, a formal professional development goal setting and evaluation process may be conducted to demonstrate the progress of the employee.

UWKV's Service Area: Kennebec County

Location: UWKV's Augusta home office and/or Waterville satellite office (50% of time) and various companies to make introductions, present UWKV's message, and deliver materials (50% of time)

Responsibilities:

- Serve as a United Way representative to communicate the services and needs of UWKV to the community and local businesses.
- Assist Director of Development in planning and running campaigns to reach campaign goals.
 - Meet with Employee Campaign Managers to create individualized campaign plans, set internal goals, and help coordinate employee meetings and special events to reach goals.
 - Conduct campaign presentations at participating businesses.
 - Schedule campaign presenters and nonprofit speakers as needed.
 - Deliver campaign materials to participating companies and nonprofits.
 - Follow up/pick up of donations and unused campaign materials.
 - Keep records and prepare reports on assigned accounts.
- Contact prospective accounts to establish campaign potential.
- Attend meetings as needed with UWKV staff and/or the Campaign Champions.
- Keep staff informed regarding account status through regular meetings.
- Enter donor data into relationship management/fundraising software.
- Assist in clerical work, including mailings, etc.
- Fulfill other duties and special projects as discussed with the staff.

Qualifications and Requirements:

- Ability to work effectively with staff, volunteers, businesses, contributors, and nonprofits from diverse backgrounds and in diverse settings.
- Ability to speak to various group sizes about United Way and its mission, community impact initiatives, and its benefit to the community. (Training will be provided.)
- Strong oral and written communication skills.
- Energetic, outgoing and self-motivated.
- Ability to set and achieve realistic goals.
- Willingness to conduct cold calling and visits.
- Ability to multi-task and have a sense of urgency with deadlines.
- Strong computer skills, with emphasis on Microsoft Office.
- Strong organizational skills.
- Access to a reliable vehicle in order to attend speaking engagements and related meetings.

Physical Requirements:

- Sedentary position 70% of the time
- Keyboarding/typing
- Occasional light to moderate lifting (less than 25 pounds)
- Ability to set up and break down meeting sites or presentations

Length and Time of Appointment (Flexible):

The Loaned Executive will work between the hours of 8:00 a.m. to 4:30 p.m. with some appointments scheduled before and after these hours. This position runs in the summer/fall for 8 to 12 weeks. This is a volunteer position, but reimbursement will be made for travel during the workday.

Work Environment:

While performing the duties of this job, the employee is frequently exposed to normal office work environment conditions. Internally controlled working environment with little or no hazardous conditions (e.g., fumes, toxic or caustic chemicals, extreme heat/cold conditions, vibrations, and/or airborne particles) in normal work location. The noise level in the work environment is usually quiet to moderate. Participation in early morning, evening and weekend meetings and events is required. The employee will frequently be required to utilize own transportation to travel throughout the Kennebec Valley region to fulfill needs of the campaign.